



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF ECONOMIST	42	A	7.707

DEFINITION OF CLASS:

Under administrative direction, the Chief Economist is responsible for planning, organizing and directing the work of a research section within an agency, as well as performing research activities involving the application of recognized economic and research principles and a high level of complexity. The Chief Economist has full supervisory responsibility over Economist III's.

DISTINGUISHING CHARACTERISTICS:

This is a single position class. The incumbent in this classification reports to the Administrative Services and Technical Administrator in the Department of Employment Security.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises and reviews the performance of Economist III's in conducting various economic and statistical research studies. Supervision includes selection, training, motivation, work assignment and review, employee evaluation, establishing work performance standards and discipline.

Analyzes project requirements and associated costs, approves methodologies and timeframes, monitors the progress of projects and makes the appropriate adjustments as necessary to ensure their completion according to project specifications, established timeframes and cost parameters.

Secures funding for section's projects by soliciting or responding to advertised bids and negotiating contracts with State and Federal agencies. Consults with other department supervisors in developing proposals including budget and project design.

Develops, recommends and monitors section's budget. Allocates expenses and resources to program budgets and makes adjustments as necessary.

Directs and/or conducts research, analysis and studies of economic, social, fiscal and other factors in relation to topic of study.

Participates in the development of strategies and State and national policy positions by serving on committees and advisory boards and providing expertise in the areas of economics, statistical analysis and research, and labor market information.

EXAMPLES OF WORK: (Cont.)

Provides information to legislative bodies, industry, media, civic groups, the general public, etc. regarding economic data, labor force statistics, employment demographics, research efforts, pending legislation, etc. by testifying at hearings, issuing statements, making speeches and responding to individual requests for information.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of Federal and State laws regarding employment service programs and unemployment compensation. Knowledge of governmental accounting and budgetary procedures to effectively develop budgets, interpret financial analyses, develop contracts and make adjustments to budgets to ensure limits are not exceeded.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of project management techniques including cost estimating and resource scheduling. General knowledge of data processing and computer system capabilities. Complete and in depth knowledge of current economic trends and their implications on the particular area of research responsibility. Knowledge of supervisory techniques such as training, motivation, work assignment and review, and discipline. Advanced knowledge of economic and statistical theory, procedures, practices and techniques. Thorough knowledge of research techniques and methods of analysis.

Skill in motivating others to effective action. Skill in performing standard and complex statistical and quantitative techniques including simple correlation methods, regression analysis, time series analysis, analysis of frequency series, sampling methods and compilation of index numbers. Skill in advanced mathematical computation. Skill in written English to sufficiently compose narrative summaries of research findings and analysis which is grammatically correct and comprehensible. Skill in operating a computer terminal to effectively input and retrieve information.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited four year college or university in economics, labor economics, econometrics, statistics or a related field and five years experience in conducting and supervising statistical/economic data collection and analysis involving the application of statistical, mathematical and economic principles and research design and procedures. Two years must be performed at a level equivalent to the Economist III; OR

II

Two years experience as an Economist III in Nevada State service; OR

III

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.707</u>
REVISED:	06/01/67
	10/12/88R
	06/09/89PC
REVISED:	07/01/93P
	09/24/92PC